

## VACANCY ANNOUNCEMENT 2008-01

### AUTOMATION SPECIALIST

Office of the Clerk  
United States Bankruptcy Court  
District of Massachusetts

OPENING DATE: April 14, 2008

CLOSING DATE: Until Filled

SALARY RANGE: CL 27 (\$47,728 - \$77,630)

(Salary commensurate with qualifications, experience and time in grade requirements)

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**POSITION OVERVIEW:** This position is located in the Springfield Office of the United States Bankruptcy Court, District of Massachusetts, however the position will also support the United States District Court, District of Massachusetts, the U.S. Probation Office and the Pre-Trial Services Office in both Springfield and Worcester. The Automation Specialist is a member of a group of systems professionals whose mission it is to help plan, build, and service computer systems and provide IT support to internal and external users of the IT systems in each of the offices and locations noted above. The Automation Specialist performs duties such as the following:

Monitors day-to-day operations of assigned computer equipment and systems, and provides day-to-day system back-up.

Tests and installs new or revised releases and advises staff on their use.

Provides solutions to user problems.

Assists in maintaining network and server equipment in Worcester as well as Springfield.

Assists with IT projects.

Prepares updates of the inventory of hardware, software and supplies.

Labels, inventories and stores equipment and supplies.

Receives and ships part and computer equipment.

Advises the Clerk, the Chief Deputy Clerk, the Director of IT and Assistant Director of IT in all areas of PC-based systems, including anticipation of future requirements and concerns.

Maintains contacts with other automation court personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.

Other duties as assigned.

## **QUALIFICATIONS**

Preferred Skills: Experience in Microsoft Windows XP, Server 2003 and Vista, Microsoft Office, Active Directory, TCP/IP, DHCP, DNS, VMWare Server, RedHat Linux, Apache web server, Symantec Backup Exec.

Some familiarity with CISCO switches and routers, VoIP telephone systems, frame relay, MPLS, Perl, Lotus Notes/Domino and Corel WordPerfect is a plus.

General Experience: Two years of progressively responsible experience which demonstrates that the applicant has good understanding of the methods and administrative machinery for accomplishing the work of the Court; the ability to analyze problems; the ability to communicate with others; and the capacity to employ knowledge, skills and abilities in the resolution of problems.

Specialized Experience: two years experience in PC configurations, installation, maintenance and other support.

## **BENEFITS**

Clerk's Office employees are covered by the Court Personnel Salary System and are entitled to benefits that include health and life insurance, participation in the Federal Employees Retirement System, Flexible Benefits Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, periodic salary increases, and Thrift Savings Program with matching funds. Benefits also include at least 13 paid vacation days, 13 paid sick days, and 10 paid Federal Holidays.

## **MISC**

Clerk's Office employees serve under excepted appointments (not civil service) and are at will employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**INFORMATION FOR APPLICANTS:** Candidates must be U.S. Citizens or eligible to work for the Federal Judiciary. Candidates for this position must submit to a full fingerprint and background records check. Please forward cover letter and detailed submit resume to:

Paula S. Charette  
Personnel Specialist  
U.S. Bankruptcy Court  
1101 O'Neill Federal Building  
10 Causeway Street  
Boston, MA 02222  
[paula\\_s\\_charette@mab.uscourts.gov](mailto:paula_s_charette@mab.uscourts.gov)

The Court reserves the right to amend or withdraw any announcement without written notice to applicants.

The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER